

**441—155.4(235A) Proposals.** The contractor shall widely disseminate a request for project proposals which fully describes the child abuse prevention program and procedures for applying for program funds. Community councils wishing to apply for funding shall submit a project proposal to the contractor within 30 days of the date of the request for proposals. Project proposals shall contain the following information:

**155.4(1)** A brief narrative describing the community council requesting funding.

**155.4(2)** A brief description of other services provided by the community council.

**155.4(3)** A statement of the unmet needs to be addressed by the services, including supporting statistics when available.

**155.4(4)** A description of the prevention services for which funding is being requested which includes but is not limited to the following:

*a.* The target population to be served.

*b.* Any service eligibility requirements which will be established by the council.

*c.* The anticipated source of referrals for the services.

*d.* The anticipated number of clients to be served.

*e.* A statement of the anticipated measurable outcomes of the service provision and the means of determining these outcomes.

*f.* Job descriptions and requirements for any new positions.

**155.4(5)** The proposal fiscal year budget for the services, other sources of income, plans for future funding of the service, including written commitments when possible, and any anticipated request for funding beyond the first year.

**155.4(6)** The applicant's statement of cooperation and coordination with existing service programs to avoid duplications and share resources. Similar statements from the existing service programs.

**155.4(7)** Letters of local support, especially from relevant professionals.